



## EUROPASS CERTIFICATE SUPPLEMENT (\*)

### 1. TITLE OF THE CERTIFICATE (CZ)<sup>(1)</sup>

**Vysvědčení o maturitní zkoušce z oboru vzdělání:  
63-41-M/01 Ekonomika a podnikání** (denní studium)

<sup>(1)</sup> In the original language

### 2. TRANSLATED TITLE OF THE CERTIFICATE<sup>(2)</sup>

**Maturita Certificate in:  
63-41-M/01 Economics and Business** (full-time study)

<sup>(2)</sup> This translation has no legal status.

### 3. PROFILE OF SKILLS AND COMPETENCES

#### **General competences:**

- master different ways of learning and take responsibility for the development of one's own potential in a lifelong perspective;
- understand tasks or identify the core of a problem, apply various solutions, work independently and in a team;
- apply advanced reading literacy skills to work effectively with information and to critically evaluate and interpret texts;
- communicate in one foreign language at level B1 and in another foreign language at the level of at least A2 of the Common European Framework of Reference for Languages, be motivated to deepen language competences;
- apply scientific, technical, IT and mathematical knowledge, skills and procedures in practical contexts and in solving problems in various areas of life;
- work safely and at an advanced level with digital technologies and their software, and keep up with their development;
- search for, process and critically evaluate information, use algorithmic thinking, communicate and collaborate in online environments, and create digital content and models;
- understand the basic principles of information systems, analyse their structure and functions, design data models and adapt interfaces to user needs;
- be well versed in different social and value systems, as well as social, political, legal and economic processes of everyday life, and demonstrate financial and media literacy;
- adapt to changing social, economic and technological conditions, and make responsible economic decisions;
- strive for the highest quality of one's own work, services and products in accordance with technological procedures and quality standards;
- choose optimal solutions in real-life work and personal situations based on the interconnection of environmental, economic and social factors;
- observe the principles of occupational health and safety, and fire protection.

#### **Vocational competences:**

- keep an organisation's accounts;
- calculate and make statutory deductions contributions;
- provide the basic personnel/HR activities;
- handle the organization's administration;
- write business documents in a normalized editing;
- apply a business approach when dealing with clients and business partners;
- set up calculations for products and services depending on the profile of the professional preparation;
- set up a payments calendar and check it is adhered to;
- be familiar with the business activities of market players;
- organise simple market research, prepare a promotional campaign, and evaluate its effectiveness;
- apply the basic knowledge of sales psychology;
- distinguish between individual types of raw materials depending on the preparation's profile and assess their quality.

## 4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

The graduate can find employment in economic and administrative functions and positions, particularly in manufacturing and commercial activities of the relevant profile (e.g., engineering, chemistry, transport etc.).

Examples of possible jobs: economist, accountant, financial officer, marketing officer, assistant, business representative, banking and insurance employee.

## 5. OFFICIAL BASIS OF THE CERTIFICATE

<p><b>Name and status of the body awarding the certificate</b>          Střední škola služeb a podnikání, Ostrava-Poruba, příspěvková organizace          Příčná 1108/1          Ostrava-Poruba          708 00          CZ          public school</p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b>          Ministry of Education, Youth and Sports          Karmelitská 7          118 12 Praha 1          Czech Republic</p>		
<p><b>Level of the certificate (national or international)</b>           Upper secondary education completed by the Maturita examination  <b>ISCED 354, EQF 4</b></p>	<p style="text-align: center;"><b>Grading scale / Pass requirements</b></p> <table border="1"> <tr> <td data-bbox="576 779 1010 1198"> <p><b>Result in the general section – success rate in % Czech language and literature, foreign language:</b>                      more than 87 % to 100 % excellent - 1                      more than 73 % to 87 % commendable - 2                      more than 58 % to 73 % good - 3                      44 % to 58 % sufficient - 4                      0 % and less than 44 % insufficient - 5</p> <p><b>Mathematics and Advanced Mathematics:</b>                      more than 85 % to 100 % excellent - 1                      more than 67 % to 85 % commendable - 2                      more than 49 % to 67 % good - 3                      33 % to 49 % sufficient - 4                      0 % and less than 33 % insufficient - 5</p> </td> <td data-bbox="1018 779 1460 1198"> <p><b>Pass requirements</b>                      1 excellent (výborný)                      2 very good (chvalitebný)                      3 good (dobrý)                      4 satisfactory (dostatečný)                      5 fail (nedostatečný)</p> <p><b>Overall assessment:</b>                      Prospěl s vyznamenáním: Pass with Honours (the average mark is ≤ 1,5)                      Prospěl: Pass (an examination mark is not worse than 4)                      Neprospěl: Fail (the examination mark in one or more subjects is 5)</p> </td> </tr> </table>	<p><b>Result in the general section – success rate in % Czech language and literature, foreign language:</b>                      more than 87 % to 100 % excellent - 1                      more than 73 % to 87 % commendable - 2                      more than 58 % to 73 % good - 3                      44 % to 58 % sufficient - 4                      0 % and less than 44 % insufficient - 5</p> <p><b>Mathematics and Advanced Mathematics:</b>                      more than 85 % to 100 % excellent - 1                      more than 67 % to 85 % commendable - 2                      more than 49 % to 67 % good - 3                      33 % to 49 % sufficient - 4                      0 % and less than 33 % insufficient - 5</p>	<p><b>Pass requirements</b>                      1 excellent (výborný)                      2 very good (chvalitebný)                      3 good (dobrý)                      4 satisfactory (dostatečný)                      5 fail (nedostatečný)</p> <p><b>Overall assessment:</b>                      Prospěl s vyznamenáním: Pass with Honours (the average mark is ≤ 1,5)                      Prospěl: Pass (an examination mark is not worse than 4)                      Neprospěl: Fail (the examination mark in one or more subjects is 5)</p>
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<p><b>Access to next level of education / training</b>          ISCED 655/645/746, EQF 6 and EQF 7 (EQF7 only for Long first degree programmes at Master's)</p>	<p style="text-align: center;"><b>International agreements</b></p>		
<p><b>Legal basis:</b>          Law No. 561/2004 on Pre-school, Basic, Secondary, Post-secondary and Other Education (School Act) as amended by later regulations Ss. 22 and 24 of the Decree No. 177/2009 Coll., on Detailed Conditions for Completing Education by the School-leaving Examination in Secondary Schools, as amended.</p>			

## 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Description of vocational education and training received	Percentage of total programme	Duration
School- / training centre-based	The ratio between theoretical education and practical training is defined by education providers themselves with regard to the respective educational programme and the employers' needs.	
Workplace-based		
Accredited prior learning		
Total duration of the education / training leading to the certificate		<b>4 years / 4 096 lessons</b>
<b>Entry requirements</b> Completed compulsory school education <b>Additional information</b> More information (including a description of the national qualifications system) available at: <a href="#">EQF</a> , <a href="#">EURYDICE</a> , <a href="#">NPI</a> <b>National Pedagogical Institute of the Czech Republic – National Europass Centre Czech Republic, Senovážné nám. 872/25, 110 00 Praha 1</b>		 <p>stamp and signature  <b>Done at Prague for the school year            2025/2026</b></p>

### (\*)Explanatory note

The Certificate supplement provides additional information about the certificate and does not have any legal status in itself. Its format is based on the Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass) and repealing Decision No 2241/2004/EC.

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